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## PKI CERTIFICATE VALIDATION AND ROOT CA INSTALATION

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### **Netscape Users:**

- Open Netscape
- Select Edit
- Select Preferences
- Click the Privacy and Security section on the left side
- Select Certificates from the drop down section under Privacy and Security
- Click Manage Certificates
- Select the Your Certificates tab across the top to verify that your "State of Kansas" certificate is listed
- Verify that the expiration date has not passed
- Select the Authorities tab across the top
- Scroll to the bottom of this section until you reach State of Kansas
- Verify that the State of Kansas Root CA and State of Kansas CA is listed

### **Internet Explorer Users:**

- Open Internet Explorer
- Select Tools
- Select Internet Options
- Click the Content tab across the top
- Click Certificates
- Select the Personal Tab
- Verify that your State of Kansas Certificate is listed
- Verify that the expiration date has not passed
- Select the Trusted Root Certificate Authorities tab
- Scroll down until you see State of Kansas Root CA
- (Note: If the State of Kansas Root CA is not listed, then you will need to install it, please see the following instructions for installation of the root CA).

### **Installation of Root CA for Netscape:**

- Open Netscape and go to the following website:
  - <https://onsite.verisign.com/services/InformationNetworkofKansas/digitalidCenter.htm>
- Select Install CA at the bottom of the page
- A box will appear asking if you want to trust the new certificate authority
- (Note: You do not need to check any of the boxes listed)
- Click OK

### **Installation of Root CA for Internet Explorer:**

- Open Internet Explorer and go to the following website:

- <https://onsite.verisign.com/services/InformationNetworkofKansas/digitalidCenter.htm>
- Select Install CA at the bottom of the page
- If your browser prompts you to open or save the file you can choose whichever option is easier for you. Here are the two types of instructions:

**OPEN:**

- After selecting open a box will appear with the certificate information
- Select Install Certificate
- Select Next on the Certificate Wizard screen
- Select the circle next to "Place all certificates in the following store"
- Click Browse
- Select Trusted Root Certification Authorities
- Click OK
- Click Next and then select Finish
- Select Yes to "Do you want to ADD the following certificate to the Root Store?"
- Subject should be listed as State of Kansas Root CA, State of Kansas, US
- Click OK to the Import was successful screen
- Click OK to close the Certificate Install screen

**SAVE:**

- After selecting save a box will appear asking you where you would like to save this file
- Click the drop down box for "Save In"
- Select Desktop
- Select Save
- After saving the file you will then need to import it.
- Select Tools
- Select Internet Options
- Click the Content tab across the top
- Click Certificates
- Click Import
- Select Next on the Certificate Wizard screen
- Select the circle next to "Place all certificates in the following store"
- Click Browse
- Select Trusted Root Certification Authorities
- Click OK
- Click Next and then select Finish
- Select Yes to "Do you want to ADD the following certificate to the Root Store?"
  - (**Note:** Subject should be listed as State of Kansas Root CA, State of Kansas, US)
- Click OK to the Import was successful screen